



# Subdivision Final Plat Submittal Checklist

**Community Development**  
Located at 1300 S. Kodiak Circle, Cornelius, Oregon 97113  
www.ci.cornelius.or.us

**OFFICIAL USE ONLY**

File Number: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_  
Date Received: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ Check No.: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Before this application will be processed, all applicable information on this page must be completed. All applicable criteria in the Cornelius Municipal Code shall be addressed as part of the application. Please print or type all information.

**PROPERTY**

Name of Subdivision \_\_\_\_\_

Existing Map & Tax Lot Numbers \_\_\_\_\_

Phase \_\_\_\_\_ of \_\_\_\_\_

No. of Lots \_\_\_\_\_

**APPLICANT**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_

**PROPERTY OWNER**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Zip \_\_\_\_\_ Phone \_\_\_\_\_

Signature \_\_\_\_\_

**ENGINEER/SURVEYOR**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_

Phone \_\_\_\_\_

**FINAL PLAT REQUIREMENTS** Submit 2 full-size hard copies and one electronic (.pdf) of the proposed final plat for staff to review.

1. The final plat shall be prepared by a land surveyor or engineer licensed to practice in Oregon, and shall incorporate all conditions of approval imposed by the Planning Commission through the Preliminary Plat approval.
2. In addition to the requirements of ORS Chapter 92, the following information shall be shown on the Final Plat.
  - A. The date, scale, north point, legend and controlling cadastral topography such as creeks, highways, railroads and FEMA designated flood zones (base flood elevation and date of study).
  - B. Legal Descriptions of plat boundary.
  - C. Name and address of owner, subdivider, and engineer or surveyor.
  - D. Reference points of existing surveys identified, related to the plat by distances and bearing, and referenced to a field book or map as follows:
    - 1) All stakes, monuments, or other evidence found on the ground and used to determine the boundaries of the plat.
    - 2) Township, section, and donation land claim lines within or adjacent to the plat.
    - 3) Adjoining corners of all adjacent lots.
    - 4) Whenever the City has established the centerline of a street adjacent to or within the proposed subdivision, the location of this line and monument found or reset.
    - 5) All other monuments found or established in making the survey of the subdivision or required to be installed by provisions of this ordinance. Street intersections (both public and private) shall be monumented using City standard monument boxes. All other street centerline monumentation shall be with metallic caps.
  - E. Tract and lot lines, right-of-way lines, and centerline of streets, lot and block lines with dimensions, bearing or deflection angles and radii, arcs, points of curvature, and tangent bearings. All distances shall be shown to the nearest one hundredth of a foot. Error of closure shall be within the limit of one foot in 10,000 feet. No ditto marks shall be used. Lots containing one acre or more shall show total acreage to the nearest hundredth. Lots less than once acre shall indicate lot size to the nearest square foot.
  - F. The location of additional monuments, including bench marks, which are to be set upon completion of improvements.
  - G. The width of the portion of street(s) being dedicated, the width of any existing right(s)-of-way and the width of each side of the centerline. For street(s) with curvature, all curve data shall be based on the street centerline. In addition, centerline dimensions shall indicate the radius and central angle of each curve.
  - H. All dotted easements shall be denoted by fine dotted lines, clearly identified and, if already of record, its recorded reference. If any easement location is not clearly defined in the record, a statement of such easement problem will be included. The widths of the easement and the lengths and bearings of the lines thereof and sufficient ties thereto to definitely locate the easement with respect to the subdivision must be shown. If the easement is being dedicated by the plat, it shall be properly referenced in the owner's declaration of dedication.

- I. Lot numbers shall begin with the number “1” and continue consecutively without omission or duplication throughout the subdivision. The numbers shall be solid, of sufficient size and thickness to stand out and so placed as not to obliterate any figure. Block numbers in an addition to a subdivision of the same name shall be a continuation of the numbering in the original subdivision.
- J. Tracts of land to be created for any purpose, public or private, shall be distinguished from lots intended for sale.

Submit 1 hard copy and one electronic (.pdf) copy of the following:

- 1. A Preliminary Title Report issued by a title company in the name of the property owner, showing all parties whose consent is necessary and their interest in the premises.
- 2. If applicable, a signed and notarized copy of any conditions, covenants and restrictions (CC&R's) applicable to the subdivision.
- 3. If applicable, signed and notarized copies of final plat related documents such as LID Waivers of Remonstrance, dedications, and easements.
- 4. A signed copy of the Preliminary Subdivision Plat approval, including all applicable conditions of approval.
- 5. Letter of assurance that all lots are buildable without variance, unless otherwise approved through a Planned Unit Development or approved variance.
- 6. A copy of deed restrictions, including building setback lines, if any are applicable to the subdivision, and a copy of any dedication that required separate documents.
- 7. A certificate by the City Engineer certifying that the subdivider has complied with one of the following alternatives:
  - a. All improvements have been installed in accordance with the requirements of these regulations and with the action of the community development director or the planning commission giving tentative approval of the preliminary plat and a maintenance bond posted with the city as provided in this subsection.
  - b. An agreement has been executed and assurance of performance posted with the city as provided in CMC Subsection 17.05.040
- 8. The following certificates, which may be combined where appropriate:
  - a. The final plat shall contain a certificate signed and acknowledged by all parties having any record title interest in the land subdivided.
  - b. An affidavit signed by the engineer or the surveyor responsible for the survey and final map, the signature of such engineer or surveyor to be accompanied by his seal.
  - c. Provisions for all other certifications now or hereafter required by law.
- 9. Prior to submittal of any building permit applications, the applicant shall provide to the planning department one copy of the recorded final plat signed by all public officials.